

City of Alexandria, Virginia

11
1-13-04

MEMORANDUM

DATE: DECEMBER 23, 2003

TO: THE HONORABLE MAYOR AND MEMBERS OF CITY COUNCIL

FROM: PHILIP SUNDERLAND, CITY MANAGER *ps*

SUBJECT: SUPPLEMENT TO THE ANNUAL COMMITTEE ATTENDANCE REPORT
FOR FISCAL YEAR 2003

ISSUE: Receipt of the supplement to the Annual Report on Committee Attendance for Fiscal Year 2003 (Attachment 1).

RECOMMENDATION: That City Council receive the report.

DISCUSSION: Section 2-4-7(i) of the City Code requires appointees to committees to attend at least 75 percent of the meetings of the committees on which they serve. At the September 9 meeting Council received the report which summarized attendance reports from 50 of the 53 City boards, committees and commissions required to file annual attendance reports with the Executive Secretary for Boards and Commissions (Attachment 2). The report noted that three groups had not submitted their reports by the deadline and indicated that when all of the reports were received that staff would docket a supplemental attendance report for Council's consideration.

The reports from the Gyumri Sister City Committee, the Beautification Commission, and the USS Alexandria Liaison Committee have been received and all members met the 75 percent attendance requirement.

FISCAL IMPACT: None.

ATTACHMENTS:

- Attachment 1. Supplemental Attendance Report for Fiscal Year 2003
- Attachment 2. Docket Item #9 from the September 9 City Council Meeting

STAFF:

Rose Williams Boyd, Executive Secretary for Boards and Commissions

December 18, 2003

**SUPPLEMENTAL ATTENDANCE REPORT FOR COUNCIL APPOINTED BOARDS,
COMMITTEES, COMMISSIONS AND AUTHORITIES**
JULY 1, 2002 - JUNE 30, 2003

The following boards, committees and commissions listed in the Annual Report submitted Attendance Reports for the period July 2, 2002 - June 30, 2003. The report includes the number of meetings held by each group during the period, the number of persons who did not meet the attendance requirement, and a listing of the members who attended less than 75 percent of the meetings. If the member was appointed after July 1, 2002, the member's attendance report reflects only those meetings which took place after his/her appointment. The individual attendance reports are on file in the Office of Citizen Assistance.

**INDIVIDUAL LISTING OF MEMBERS WHO DID NOT FULFILL THE 75%
ATTENDANCE REQUIREMENT:**

None

STATISTICAL PROFILE:

<u>Committee</u>	<u>Number of Meetings Held</u>	<u>Number of Members Not in Compliance</u>
Alexandria-Gyumri Sister Cities Committee	9	0
Alexandria Beautification Commission	9	0
USS Alexandria Liaison Committee	1	0

City of Alexandria, Virginia

MEMORANDUM

DATE: AUGUST 26, 2003

TO: THE HONORABLE MAYOR AND MEMBERS OF CITY COUNCIL

FROM: PHILIP SUNDERLAND, CITY MANAGER *PS*

SUBJECT: ANNUAL COMMITTEE ATTENDANCE REPORT FOR FISCAL YEAR 2003

ISSUE: Receipt of the Annual Report on Committee Attendance for Fiscal Year 2003.

RECOMMENDATION: That City Council: (1) receive the report; (2) vacate the six positions listed on page one of the report, and (3) authorize the Executive Secretary for Boards and Commissions to advertise the vacancies.

DISCUSSION: Section 2-4-7(i) of the City Code requires appointees to committees to attend at least 75 percent of the meetings of the committees on which they serve. There are 53 City boards, committees, commissions and task forces that are required to file annual attendance reports with the Executive Secretary for Boards and Commissions by July 15 of each fiscal year. This report summarizes attendance reports from 50 of the 53 City boards, committees and commissions. Three committees have not submitted the attendance reports for Fiscal Year 2003. These committees are listed on page four of the attachment. When all three committee reports are received, staff will docket a supplemental attendance report for Council's consideration.

The 50 City boards, committees, commissions and task forces included in this report held 433 meetings. Six of the 50 groups listed members (a total of six persons) who did not attend 75 percent of the groups' meetings (four less than last year). The names of the persons who will be removed for failure to comply with the attendance requirements are listed on page one of the attached report. Each of the six persons has been notified by letter of their attendance record. These persons may reapply for appointment with other new applicants when these positions are advertised.

FISCAL IMPACT: None

ATTACHMENT: Attendance Report for Fiscal Year 2003

STAFF: Rose Williams Boyd, Executive Secretary for Boards and Commissions

STATISTICAL PROFILE:

<u>Committee</u>	<u>Number of Meetings Held</u>	<u>Number of Members Not in Compliance</u>
Affordable Housing Advisory Committee	8	0
Alexandria Caen Exchange Committee	10	0
Archaeological Commission	9	0
Board of Architectural Review - Old and Historic District	21	0
Board of Architectural Review - Parker-Gray District	13	0
Board of Zoning Appeals	11	0
Budget and Fiscal Affairs Advisory Committee	11	0
Building Code Board of Appeals	2	0
Carr/Norfolk Southern (Carlyle) Design Review Board	4	0
Commission for the Arts	10	0
Commission for Women	11	0
Commission on Aging	10	0
Commission on Employment	10	1
Commission on HIV/AIDS	5	0
Commission on Information Technology	5	0
Commission on Persons With Disabilities	11	0
Community Criminal Justice Board	4	0
Community Policy and Management Team	8	0
Community Services Board	11	0

Board of Review of Real Estate Assessments	25	0
Redevelopment and Housing Authority Board of Commissioners	11	0
Sanitation Authority	12	0
Sister Cities Committee	5	0
Social Services Advisory Board	10	1
Traffic and Parking Board	9	0
Transportation Safety Commission	0	0
Urban Design Advisory Committee	4	1
Waterfront Committee	8	0
Youth Policy Committee	10	0

The following boards have not submitted attendance reports:

Alexandria-Gyumri Sister City Committee
 Beautification Commission
 USS Alexandria Liaison Committee